



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 15, no. 03

GP 3.16/3-2:15/03

February 15, 1994

## Microfiche Full-Service Contract Problems Being Resolved

The Library Programs Service (LPS) inaugurated its first full-service microfiche contract on June 1, 1992. The switch to multiple full-service contracts was made to reduce the risk of a reoccurrence of a default on the part of a sole microfiche contractor, a situation which occurred in the summer of 1987. The full-service contracts are more attractive to contractors, who handle microfiche conversion, duplication, distribution, and claims fulfillment. These contracts have significantly reduced the LPS in-house workload.

The microfiche workload was divided among several programs (contracts), and awarded to four contractors. Besides conversion, duplication, distribution, and claims fulfillment of the microfiche, the full-service contracts also call for the contractors to provide LPS with electronic shipping list data, along with postage costs and distribution reports. In addition, the contracts require shipments to be made to depository libraries within 15 business days from the time the approved shipping list is released by the Micrographics Control Section to the contractor.

As you are probably aware, there have already been problems with some of the contractors fulfilling the terms of their contracts. Delivery requirements have not always been met and the required electronic data have not been sent to the LPS Micrographics Control Section.

In order to gain specific data relating to contractor compliance, the Micrographics Control Section conducted a study of the microfiche contractors. Four depositories, located in various regions throughout the country, participated in the study by sending contractor shipping lists to the Micrographics Control Section along with the date the shipment was received by the depository libraries.

The study focused on the full-service microfiche contracts being handled by Anacomp, Microform and Independent Professionals, Inc. (IPI), the three firms which currently perform work for LPS. One contractor, Bell and Howell, has already been defaulted. The results of the study showed that Microform was ahead of schedule. However, both Anacomp and IPI were considerably behind schedule.

Recently Anacomp has made significant improvements in its delivery time, and it is currently making every effort to work with the Micrographics Control Section to ensure that all work is delivered on time. Based on the results of the study, the GPO Term Contracts Division has defaulted the two contracts held by IPI, Programs B562-S and B795-S.

Program B562-S covers Senate and House committee prints, reports, documents and joint committee publications. Program B795-S covers miscellaneous publications with SuDocs classes A, C, D, E, F, G, H, and I.

IPI is being required to return all outstanding Print Orders and accompanying material to GPO. Approximately 362 publications must be returned for Program B562-S, and 1174 publications for B795-S; in addition, 379 publications are due from the defaulted Bell and Howell contract on Program B789-S. Work from Program B789-S includes SEC Dockets and Digests, Department of Defense Current News and United States Tax Court Memos.

All returned publications will be sent out under other existing contracts to be microfiched and sent to the depository libraries. This work will have top priority to ensure that distribution is made as soon as possible. We will continue to monitor the microfiche contractors and make every effort to ensure timely distribution.



## **Some Microfiche Shipping List Numbers Not Issued**

Microfiche shipping list numbers 93-0726 through 93-0783 and 93-0785 through 93-0792 have not been issued and will not be issued. (Microfiche shipping list 93-0784, dated 6/14/93, was issued.) The missing numbers are the result of a change in the way numbers are assigned to the full-service microfiche contractors.

In addition, some numbers previously assigned to IPI under its defaulted contract (see previous article) will not be issued. Once LPS determines which numbers are affected, they will be announced in Administrative Notes.



*Preliminary Agenda*

**Regional Federal Depository Seminar**

**Saturday, April 23, 1994**

Rosslyn Westpark Hotel  
1900 N. Ft. Myer Drive  
Arlington, VA

**Morning**

- 8:30 Registration
- 9:00 Welcome
- 9:15 Getting Beyond User Friendly: The Elements of Software Design
- **Ka-Neng Au**  
Microcomputer Systems Librarian, Rutgers University, John Cotton Dana Library
- 10:00 **Break**
- 10:10 Providing Remote Access to Documents on CD
- (Speaker to be announced)
- 11:00 Panel Discussion: The Internet
- TXDX-L (Texas Docs): **Mary Shearer**, Government Documents Librarian, Houston University, Law Library
  - Regional-L (Speaker to be announced)
  - GovDoc-L (Speaker to be announced)
- 12:00 Lunch (Break out by type of library)
- 2:00 Panel Discussion: Regional Activities
- Depository Orientation Program for New Documents Librarians in Michigan
- **Cass Hartnett**, Regional Depository Librarian, Detroit Public Library
- Preservation Policies
- (Speaker to be announced)
- Impact of Cataloging Tapes on Library Technical Services
- (Speaker to be announced)
- 3:00 Update on Dupont Circle Group and the Reorganization
- **Carol Gordon**, Regional Depository Librarian, Milwaukee Public Library
- 4:00 Adjourn



## **Reservations and Registration**

To reserve a room at the conference hotel, please contact:

Rosslyn Westpark Hotel  
1900 N. Ft. Myer Drive  
Arlington, VA 22209  
(703) 527-4814

Please mention the GPO Federal Depository Conference when making your reservation. The rates are \$82 per day for a single or double room. Free parking is available for attendees.

In order to help GPO plan for these meetings, please take a few moments to fill out and mail the registration form on the next page. We hope to see as many of you as possible!



### ***Coming Events, Spring 1994:***

April 20-22, 1994 . 3rd Annual Federal Depository Conference

April 23, 1994 . . . Regional Federal Depository Seminar

April 25-27, 1994 . Spring Meeting, Depository Library Council

May 18-25 . . . . . 7th Annual Interagency Seminar

# Registration Form

## Mail or Fax by March 31, 1994

**Yes!** Please register me for the **1994 Federal Depository Conference**, to be held at the Rosslyn Westpark Hotel, Arlington, VA, on April 20 - 22, 1994.

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

☐ I also plan to attend the **Regional Federal Depository Seminar** (April 23, 1994)

Library Type: \_\_\_\_\_

Library Size: ☐ Small (0--150,00 vols.)  
☐ Medium (150,000--600,000 vols.)  
☐ Large (600,000+ vols.)

Internet Address: \_\_\_\_\_

### Interest Survey

To assist staff in making room arrangements for the Conference, please mark the boxes next to the sessions you plan to attend.

#### Wednesday, April 20

2:00 p.m.:

☐ Option 1 ☐ Option 2 ☐ Option 3

3:00 p.m.:

☐ Option 1 ☐ Option 2

#### Thursday, April 21

8:00 a.m.:

☐ Option 1 ☐ Option 2 ☐ Option 3

9:00 a.m.:

☐ Option 1 ☐ Option 2 ☐ Option 3

10:15 a.m.:

☐ Option 1 ☐ Option 2 ☐ Option 3

2:00 p.m.:

☐ Option 1 ☐ Option 2 ☐ Option 3

3:00 p.m.:

☐ Option 1 ☐ Option 2 ☐ Option 3

#### Friday, April 22

9:00 a.m.:

☐ Option 1 ☐ Option 2 ☐ Option 3

10:00 a.m.:

☐ Option 1 ☐ Option 2 ☐ Option 3

#### Mail or fax to:

Chief, Depository Services  
 Library Programs Service (SLLD)  
 U.S. Government Printing Office  
 Washington, DC 20401  
 Fax: 202-512-1432

## Needs and Offers List Goes Electronic

*[George Carlson, editor of the Needs and Offers List, sent this announcement to Administrative Notes.]*

Depository Libraries may now send their Needs and Offers lists in electronic format, either on floppy disks or through e-mail. Either size floppy disk is okay. Text should be either in WordPerfect (any version from 4.2 through 6.0) or in DOS text (ASCII) format.

Shorter lists of up to 8 or 10 pages may be sent through e-mail. Not knowing how well this will work, we want to try shorter lists initially. The editor will send an e-mail acknowledgement of your submission, so be sure to include your e-mail address.

Send e-mail to:           gcarlson@scuacc.scu.edu  
                          or:           gcarlson@scu.bitnet

Lists are of course still welcome in print-on-paper format. Please review the guidelines, especially the ones on page 2 of each list. Amazingly, many lists come in ignoring these requests. It makes a lot of extra work for the editor, and delays the publication of your lists.

Thank you for your cooperation.



## Michigan TIGER/Line '92 CD Is Missing 3 Files

*[The following notice was sent by the Data User Services Division of the Bureau of the Census.]*

Three files are missing from directory /26 of the Michigan TIGER/Line 92 CD. The files are: **MIPLACES.DBF**, **MICENSUS.DBF** and **SCHOLD26.NAM**. The corresponding files for New Mexico appear by mistake on the Michigan CD.

The two .DBF files are required for the full operation of the LandView mapping software. Without the MICENSUS file, LandView will not be able to display data profiles for block groups. Without the MIPLACES file, LandView will not be able to display place names on the map.

The SCHOLD26 file contains school district codes and names. This file is not used by the LandView software.

The missing files are available for downloading on the Census-BEA Electronic Forum (301-763-7554). Download the self-unarchiving file **TIGER\_MI.EXE** from the CD Software section of the main menu. For further information or to request the files on diskette, call 301-763-1384.



Copy the unarchived files to the root directory of your hard disk and run LandView.

A corrected copy of the Michigan compact disc will be sent to all depositories selecting item 0154-E when available.



## **Do You Know Your Depository Library Number?**

All depository library staff should know the library's depository number, and should use it on all correspondence with the Library Programs Service (LPS).

Please post your library number in a prominent place!

## **Recommendations Depository Library Council**

**Fall 1993**

The Depository Library Council to the Public Printer offers the following recommendations to Michael DiMario, Public Printer as a result of our Fall 1993 meeting:

1. The Depository Library Council believes in the great importance of the Depository Library Program to our democratic society. The Government Printing Office has provided public access to government information to the citizens of the United States for over 150 years and has provided a cost-effective and efficient means for the distribution of government publications. Council is concerned that any changes in the administration, operation or oversight of the program be carefully studied and provisions made for public input before any changes are made. We support the Public Printer in his efforts to improve the Depository Library Program and advance it into the next century of the electronic age. We also encourage public debate about government information dissemination programs and the focus on the right of the public to access government information. We strongly believe that this debate and right must not be abridged by precipitous legislative action.
2. Council accepts the Depository Library Council Report on Alternatives for Restructuring the Depository Library Program and recommends it to the Public Printer as a supporting document in the future study of the depository program. The report was well-researched and received significant public input. It has served as one of the main documents for focusing the discussion of restructuring issues and as such was instrumental to the work of the Chicago Conference on the Future of Government Information.
3. Council endorses in principle the concept and the mission and goals statement of the Chicago Conference on the Future of Federal Government Information.
4. The distribution of DOE microfiche, the USGS Orthophotoquad images on CD-ROMs, and the Congressional Serial Set all present special challenges to the existing regional structure of the program. They also give us the opportunity to continue to explore different options and models for disseminating these kinds of products to depository libraries. Council will form an Ad Hoc Committee to work with GPO and the depository library community to develop a proposal for a prototype "shared-regional" system. The Ad Hoc Committee should involve Council members, regional librarians, selective librarians, GPO staff, and other interested stakeholders. A prototype will be developed by this group that can be used as the basis for discussion at the April 1994 Depository Library Conference and the Depository Library Council Meeting. The goal will be to leave these meetings with an overall endorsement of the prototype by these two groups.
5. Council recommends regionals have the option of choosing a single format when dual format is offered for an item number. Council believes such a policy could represent a



savings to the program and provide some flexibility that regional librarians have requested.

6. Council recognizes that all agencies have training responsibilities for the products and services they develop. Therefore, Council encourages GPO to take an active role in developing and implementing a training program for the products and services in the GPO Access system.
7. GPO staff members have asked Council for advice on several cataloging questions: cooperative cataloging with the Library of Congress, National Library of Medicine and National Library of Agriculture; use of a single bibliographic record to describe both paper and microfiche copies of a publication; and use of non-standard (not LC) subject headings for specific technical and scientific documents. Council encourages GPO to pursue cooperative, cost-effective and efficient means of carrying out their cataloging activities. Council recommends continued consultation with the depository and cataloging communities to insure that potential changes are communicated and analyzed for their impact upon those communities. To continue this consultation, Council encourages GPO staff to attend the GODORT Cataloging Committee meeting at the Mid-Winter and Summer ALA meetings.
8. Council recommends that the Public Printer invite executive agencies to work with GPO staff, JCP staff and staff of the congressional oversight committees, and depository librarians to form joint teams to examine agency publishing policies and practices. These teams would pull together the financial and program decision-makers, information producers and information users in the hopes of improving information dissemination efforts. The teams would be involved in discussing issues such as identifying the value and content of the information in terms that could be used by depository librarians in the selection process, formats in which the products would be released, and software requirements for running electronic products. Council suggests the Public Printer choose an agency for this liaison team that has a CD-ROM product that is not currently in the depository program, thereby alerting them to dissemination of this product through depositories.
9. Council commends GPO for the establishment of a committee to explore options for providing for greater selectivity in the depository item selection process. We encourage GPO staff to continue this study into the possibility of more specific item selection via the SuDocs stem and encourage them to continue to involve depository librarians in these discussions.
10. Council recommends that a report on the sales program be made at the user conference and requests that items warranting discussion before Council be moved to the Council agenda for discussion at the next Council meeting.
11. Council commends GPO on the minimum technical standards published in Administrative Notes and recommends that these standards be followed by guidelines for advancement to be used by depositories who are currently at capacity with the minimum equipment.

12. Council recommends that the USGS Digital Orthophotoquads on CD-ROM be distributed along the following guidelines: regionals may select any or all of the DOQs; selectives may choose only one state but that may be any state they choose; within a region, libraries having a cartographic specialty should be recruited to house a "national" collection and assume the regional's responsibility for providing access to the disks; the survey should make it clear that GIS software is required for effective use.
13. Council recommends that the Public Printer give input to the Information Infrastructure Task Force (IITF) regarding the National Information Infrastructure (NII) initiatives and that information regarding these activities be conveyed to Council. Council goes on record as expressing our concern that the Public Printer was not included in the Task Force membership and supporting appointment of someone from the depository library community to the Advisory Committee to the Task Force.
14. Council recommends that GPO initiate a marketing program that would involve a plan for the depository library program as a whole and a marketing model that could be adapted for each depository library. Council feels it is critical to build an informed constituency that recognizes the value of the depository program. The marketing program should speak to this objective. Council encourages GPO to use the GPO Bulletin Board on Internet to market to computer users who might not have come in contact with the program in the past.
15. Council recommends that GPO staff expedite as much as possible the project to capture cost data on individual items. This step is crucial to making informed choices when cuts have to be made.
16. Council recommends that the Fall 1994 meeting be held in either the Pacific Northwest region (Ex: Seattle or Portland) or the middle of the country (Ex: St. Louis, New Orleans, Nashville).
17. The Depository Library Council recognizes the importance of the U.S. Congressional Serial Set. Historically, the Serial Set preserved and provided access to important Executive agency and Congressional publications, and it continues to preserve Congressional reports and documents for citizen access and scholarly research into public policy. It is the primary, unchanging, official legal record of legislative intent. Approximately 400 depository libraries currently select the bound edition of the Serial Set. The production and distribution of these 400 copies is the most costly component of the FDLP budget, comprising 12 percent of expenditures. Given the limitations of GPO's budget, Council's recommendations are offered in an attempt to balance the following principles and concerns:
  - 1) that the information content of the Serial Set be widely available and historically preserved in an archival/permanent format;
  - 2) that mechanisms are in place to insure comprehensiveness of collections for all libraries selecting Congressional publications;
  - 3) that the Serial Set be produced in the most cost-effective manner possible;



- 4) that the FDLP operate within its budget and effectively carry out all of its responsibilities;

Libraries currently may select one or more of the following options for Congressional reports and documents:

- 1) receive individual reports and documents in paper;
- 2) receive individual reports and documents in microfiche;
- 3) receive the bound (paper) Serial Set.

The present distribution system results in some libraries receiving duplicate paper editions of the same information. While Council generally believes that all government information products should be available to all depository libraries in multiple, usable formats, Council also recognizes the serious limitations of GPO's budget and the disproportionate impact of the cost of the Serial Set on the budget. Given these constraints, Council believes the duplicate paper distribution of Congressional reports and documents is not warranted.

The following set of recommendations regarding the Serial Set is offered in response to the request from LPS for advice on this difficult issue. Council appreciates the steps taken by LPS to solicit input and advice from Council and the depository library community with respect to this issue.

- Council recommends that GPO investigate methods to reduce the costliness of producing, collating, and binding the Serial Set, including the possibility of contracting out the hand-collating of Serial Set volumes.
- Council recommends that GPO investigate the feasibility of on-demand printing of Congressional reports and documents using electronic print technologies, as well as electronic online access to Congressional reports and documents.
- Council recommends that GPO investigate the option of distributing Congressional reports and documents to libraries on silver-halide microfiche rather than diazo.
- Council recommends that a member of the Depository Library Council be named to the Serial Set Committee of the Joint Committee on Printing. Council encourages the Serial Set Committee to examine the possible revision of the Serial Set volume numbering process and other potential improvements.
- Council recommends that any change to the policy for distributing the Serial Set be made only if shortages in the GPO budget make such a change a necessity, and if sufficient cost-savings in production, collating, and binding cannot be found.



- If changes in distribution are necessary, then Council recommends that GPO implement the following two-step plan. Step one should be implemented immediately. If GPO's budget situation requires further cost reductions beyond those outlined in Step 1, then Step 2 should be implemented.

## STEP 1:

All regionals will receive a bound edition of the Serial Set. Selective depository libraries may select only one of the following options for receiving Congressional reports and documents:

- a) In order to be eligible to receive a bound edition of the Serial Set, a selective depository must choose to receive the initial reports and documents in microfiche.
- b) If a library selects the individual reports and documents in paper, they may not receive a bound Serial Set. Libraries are encouraged to permanently bind these publications, in essence producing their own copy of the Serial Set. Regional libraries should be encouraged to share paper copies of individual reports and documents with selectives to help replace missing reports for binding.
- c) A library may choose to select only the individual reports and documents in microfiche (with guide cards for Serial Set volume numbers).
- d) These changes should begin with the distribution of the Serial Set volumes for the 103rd Congress, since the reports for the 102nd Congress have already been printed. Further, changes of this magnitude require that libraries be given as much advance notice as possible.

This plan eliminates the duplicate distribution of publications in the same format (paper) as represented in the individual reports and the bound Serial Set.

## STEP 2

The recommendations outlined here (Step 2) should only be implemented after other cost-savings measures, including those mentioned in Step 1 above, have been implemented and if GPO's budget situations requires additional reductions.

- a) Bound editions of the Congressional Serial Set should be distributed only to regional depository libraries and to a designated library in each state without a regional, following the procedure used for the bound Congressional Record.

- b) Selective depository libraries may choose to receive Congressional reports and documents in either paper or microfiche. Libraries receiving paper copies should be encouraged to permanently bind these publications, in essence producing their own copy of the Serial Set.
- c) Regional libraries should be encouraged to share paper copies of individual reports and documents with selectives to help replace missing reports for binding.
- d) These changes should begin with the distribution of the Serial Set volumes for the 103rd Congress, since the reports for the 102nd Congress have already been printed.

Further, changes of this magnitude require that libraries be given as much advance notice as possible.



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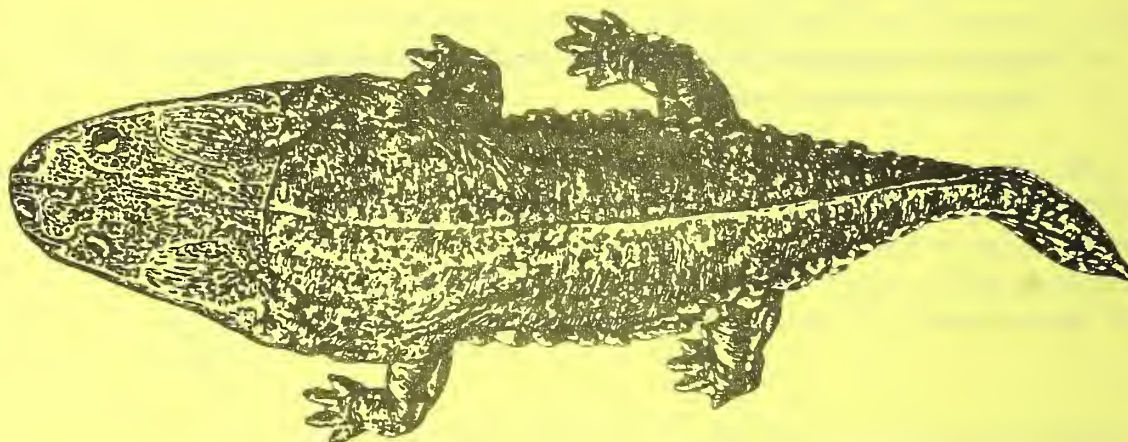
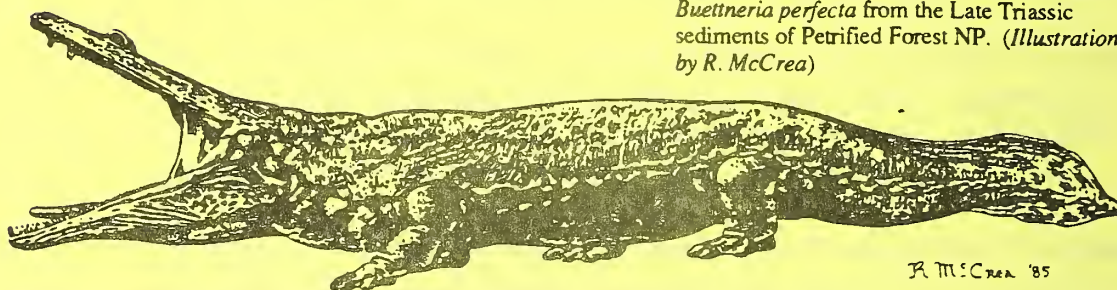


Figure 1: Reconstruction of the metoposaurid *Buettneria perfecta* from the Late Triassic sediments of Petrified Forest NP. (Illustration by R. McCrea)



[Illustration from *Park Science, A Resource Management Bulletin*, v. 13, no. 4, fall 1993. National Park Service. SuDocs I 29.3/4:13/4

*Administrative Notes* is published in Washington, DC by the Superintendent of Documents, Library Programs Service, Government Printing Office, for the staffs of U.S. Federal Depository Libraries. It is published on the 15th day of each month; some months have additional issues. Postmaster send address changes to:

The Editor, *Administrative Notes*  
U.S. Government Printing Office  
Library Programs Service, SLL  
Washington, D.C. 20401

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